

SCOPE OF DUTIES STATEMENT

ZOO DIRECTOR

(EL PASO CONTRACT POSITION)

General Purpose

Under administrative direction, manage zoological operations and development to establish and maintain quality facilities and programs, and a safe animal and visitor

Typical Duties:

Plan, organize, implement and direct zoo functions to include facilities design and construction, overall operations, programs, staffing, development and budget. Involves: Oversee and assign work that involves education, animal care, animal collections, facilities, conservation research, visitor services, customer service, marketing, public relations and grounds. Explore new and innovative ways for improving zoo operations by developing plans and programs which ensure enjoyable and educational visitor experiences, healthy collections, presentable grounds within a mission-oriented and community-minded organization. Manage priorities and progress of projects and activities.

Plan, design, implement and review zoo short- and long-term goals and priorities. Involves: Develop and manage annual zoo budget. Monitor and approve expenditures. Collect and analyze data. Prepare a variety of reports regarding zoo activities, accomplishments and goals. Implement and enforce zoo policies and procedures. Design, establish and maintain an organizational structure and staffing to effectively accomplish the organization's goals and objectives.

Supervise assigned staff and volunteers. Involves: Participate, authorize or approve the hiring of staff. Supervise directly and through subordinate supervisors. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As appointing authority, interview applicants and hire, terminate, transfer, discipline and assign merit pay or other employee status changes.

Represent the zoo in a professional manner. Involves: Meet with community, regional, national and international organizations, citizen groups, news media, City Manager, Deputy City Manager and other officials to inform about zoo changes and enhancements and to seek support for the organization's initiatives, projects and programs. Interact with a variety of governmental agencies, private sector officials and others to provide and gather accurate information for zoo development. Work with other City departments to provide assistance or gather information. Coordinate efforts and planning with, and provide professional guidance to the zoological society.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of zoo operations principles, practices and techniques.
- Application of comprehensive knowledge of state and federal laws, rules and regulations governing zoo operations.

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- Application of considerable knowledge of budget preparation, personnel records systems and standard general and fiscal administration policies and practices.
- Application of considerable knowledge of management and supervisory principles and techniques, pertinent federal, state and local labor and safety rules and regulations.
- Establishment and maintenance of effective working relationships with businesses, coworkers, department heads, officials, customers, regulatory agencies and the general public.
- Assess objectives and operational requirements to develop and implement appropriate administrative policies and procedures for the city and the department.
- Manage, develop, motivate and evaluate professional, technical, supervisory and clerical staff.
- Clear concise oral and written communication to prepare and present comprehensive reports to City Manager, Mayor, Council, City management, businesses and the general public.
- Establish and maintain effective working relationships with coworkers, officials, volunteers, regulatory agencies and the general public.

Other Job Characteristics

- Residency within the City of El Paso city limits required by date of employment.
- Occasional driving through City traffic.
- Walking through exhibit areas and uneven terrain, with occasional exposure to weather conditions.
- May work extended hours as an executive reporting to the Deputy City Manager.

Minimum Qualifications

Education and Experience: An accredited Bachelor's degree in zoo management, business or public administration or related field, and eight (8) years of zoological operation experience, including four (4) years management experience, with expertise in successfully transitioning from a municipally owned and operated facility to a Zoo that is operated by an independent non-profit organization.

Licenses and Certificates: Some positions may require a Texas Class "C" Driver's License or equivalent from another state.